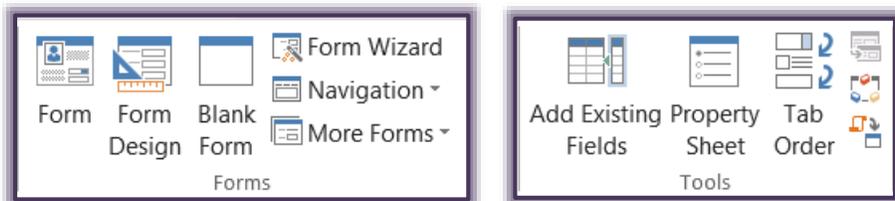


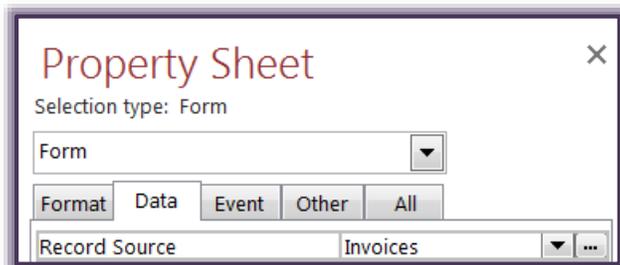
The Access Training Database1 will be used to create this Form.

A List Box is almost identical to the Combo Box except that the List Box can show multiple columns even when the focus is not in the control. The other difference is that typing in a list box works differently than in a Combo Box. A List Box is created in the same way as a Combo Box, except the **List Box** tool in the **Controls Group** is used.

- ✦ Click the **Create Tab**.
- ✦ In the **Forms Group**, click the **Form Design** button.



- ✦ Click the **Form Layout Tools: Design Tab**.
- ✦ Click the **Property Sheet** button in the **Tools Group**.
- ✦ In the **Property Sheet**, make sure **Form** is selected.
- ✦ Click the **Data** tab and then choose **Invoices** from the **Record Source** list.



- ✦ Click the **Add Existing Field** button in the **Tools Group**.
- ✦ In the **Field List** box:
 - ☆ Select the **ID Invoice** field.
 - ☆ Hold down the **Shift** key and then select the **Terms code** field.
- ✦ Click and drag these fields to the **Form** grid.
- ✦ Move to about the **one-inch (1)** horizontal mark on the grid and then release the mouse button.
- ✦ Close the **Field List**.
- ✦ Click the **List Box Control** button on the **Toolbox** (see illustration below).



- ✦ Drag this **Control** over to the **Detail** section of the Form.
- ✦ Release the mouse button.

✚ The **List Box Wizard** will display (see illustration below).

List Box Wizard

This wizard creates a list box, which displays a list of values you can choose from. How do you want your list box to get its values?

I want the list box to get the values from another table or query.

I will type in the values that I want.

Find a record on my form based on the value I selected in my list box.

Cancel < Back Next > Finish

✚ Click the option button for; **I will type the values that I want.**

✚ Click **Next** to move to the second step in the wizard.

List Box Wizard

What values do you want to see in your list box? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

	Col1				
*					

Cancel < Back Next > Finish

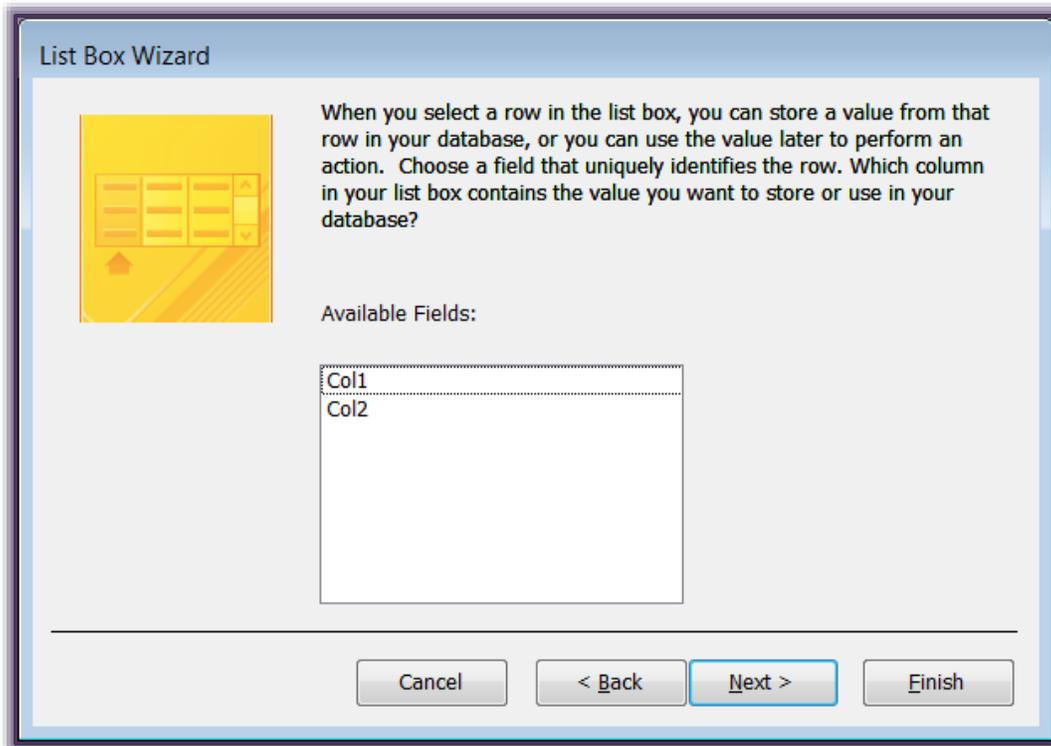
✚ In the **Number of Columns** box, input the number **2**.

✚ Input the following information:

☆ **Col 1 = 1, 2, 3**

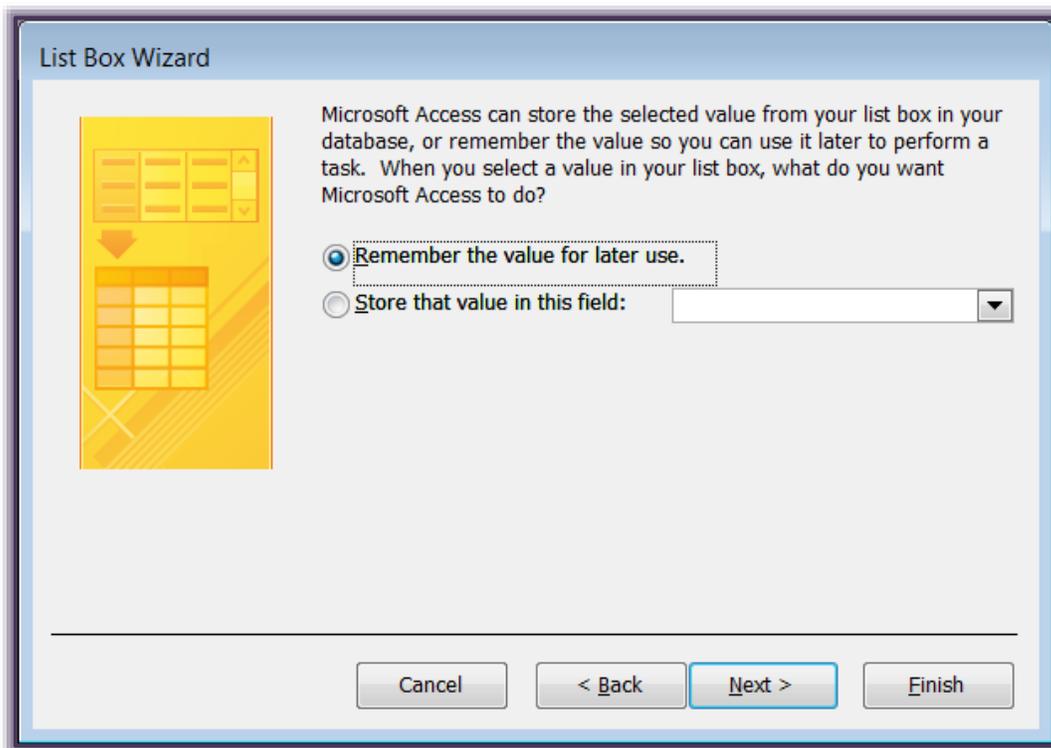
☆ **Col 2 = Client Only, Agent Only, Both**

✚ Click **Next** to move to the third step in the wizard.



✚ In this box, read the information at the top of the box and then make sure that **Col1** is selected.

✚ Click **Next** to move to the **fourth** step in the wizard.

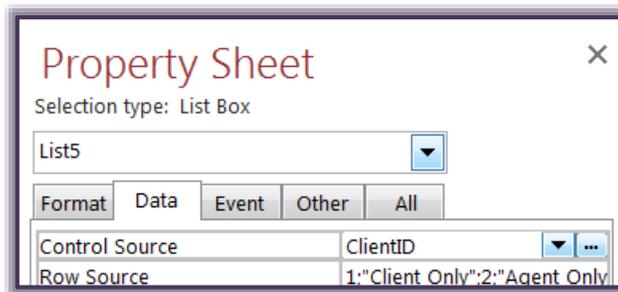


✚ In this box, select the option to **Remember the value for later use.**

- ✦ Click **Next** to move to the last step in the wizard.
- ✦ In the **Name** box, input **Client ID**.



- ✦ Click the **Finish** button.
- ✦ Open the **Property Sheet**, if necessary.
- ✦ Click the **Data** tab on the **Property Sheet**.
- ✦ Click the **Control Source** box and then select **Client ID** from the list.



- ✦ Change the **Height** of the field box to approximately **1-inch** by moving the mouse pointer to the bottom of the text box and then dragging the box up when the mouse pointer turns to a double-black arrow.
- ✦ **Save** the form as **Invoices**.